

CGWI BOARD Meeting Minutes		
Thursday 27 June 2019		8.30am Wynns Coonawarra Estate
Attendees	Peter Balnaves (PB) - Chair, Gleeson (TG), Sally Macleod (SM), Joy Bowen (JB) Luke Tocaciu (LT), Bruce Redman (BR), Pete Weinberg (PW) & Olivia Nunn (ON)	
Apologies	John Innes (JI), Ben Harris (BH),	
Minutes	Olivia Nunn (ON) Note PMN = Post Meeting Note	

2. Minutes of Previous Meeting

The Emailed Minutes of the meeting held on 30 May 2019 were moved by SM and seconded by TG.

3. Outstanding Actions from previous minutes

Date	Action Items	Person	Deadline	Status
21.11.17 14.12.17 26.04.18 24.05.18 27.06.18 25.10.18 29.11.18 20.12.18 2.05.19	3.2 Draft Coonawarra Vignerons Sponsorship Partnership Update deferred to Feb due to competing priorities Noted more attention to be provided to this now. Greater focus to be applied from June. See Status. Review plan in Nov meeting. Not a current priority. Not discussed. Renamed to Sponsorship	ON	May 2017	Outstanding. Note: Competing priorities has kept this action item from progressing.
21.11.17 26.04.18 24.05.18 25.11.18 29.11.18 20.12.18 24.1.19 28.2.19 02.5.19	3.3 Board to consider Contributors / Icons Action: Board members to consider and discuss in future meeting. BR provided list of Vignerons. Action completed by BR. Revised due date to July. Noted to be explored in May. ON to review the Grapegrower has the list of Members from 1970s. Acton to be addressed in November with a plan for acknowledgement. Discussed acknowledgement in conjunction with discussion regarding MS. A Meeting is to be called by JB and attended by PB with Patrons to discuss Patron role. Ideas of a gift for MS to be costed and presented at next meeting noting that MS is moving to Geelong early to mid 2019. Agreed in November meeting that in conjunction with acknowledgement of MS a process is to commence. Outcomes of patron in camera meeting were shared and as such background and speech prepared by PB to induct two new patrons at Cup. Cup Article, read more here: Results are in and the 36° South Coonawarra Vignerons Cup is a winner incorporated induction and a further media release has been prepared see attached. Doug Balnaves to assist with bios on Patrons to inform the office scoping. See attached draft media release and noted that we would not advance any advertorial or sharing until May following vintage. Increased role in activities moving forward.	Board Member ON	July 2017	Actions underway and reinstated as Board action as Icons are to be reviewed by Patrons, Media Release drafted (see attached) and social media roll out to follow in May for first release.
22.03.18 24.05.18	3.5 Delegations of Authority Action: ON to develop a delegations of authority document for Board Review. This is being worked on and to be circulated once complete.	ON	April 2018	Ongoing. Note delayed due to competing priorities and need

Date	Action Items	Person	Deadline	Status
29.11.18, 20.12.18 & 24.01.19	Not discussed.			to finalise policies first.
27.06.18 30.08.18 29.11.18 20.12.18 28.02.19 2.05.19	3.6 Members Welcome Pack Welcome to members and upload of docs to website. Noted that this has been delayed by the need to update the Org Structure document. Organisational Structure to be uploaded and General Meeting Update. Org Structure issued, however policies required to complete the issue of all docs. Policies finalised in Board Meeting and to incorporate in Jan Pack to be issued 24.01.19. It was discussed whether we would ask to access the vine record as provided to Vinehealth for recording. Board agreed that we need to rely on the integrity of our members as a voluntary organisation. Noted that this is to be issued in next financial year.	ON	March	Welcome letter to be issued.
27.06.18 30.08.18 27.09.18 25.10.18 29.11.18 20.12.18 & 24.1.19 28.2.19 2.05.19 27.06.19	3.7 Independent Chair & Governance To be sourced. PB has approached Peter Gandolfi and awaiting his response. To be actioned by Board approaching potential chairs. ON shared understanding of the costs that had been saved in not having this role and followed with distribution of the associated costs to BR and PB for consideration of approach moving forward and outlining the subsequent value if the appropriate person is not available for the role. ON has presented Governance training by SAWIA that was approved by Finance Committee. This training has been arranged to address a greater awareness of governance and independence. Board discussed the role and that there is currently not an appropriate person to fulfil the desired outcomes. Board to continue to monitor the need for an Independent Chair and in the interim ensure that the policies adequately address the requirements. Board will be better placed to consider if the role is required following an independent SAWIA training session on 11 Dec. Not discussed. Governance Survey results actions discussed and see attached the results for Board review. We will revisit any questions in March following implementation of finance actions. Vice Chair required. Discussed and Ben Harris to be confirmed at next meeting.	PB	Oct 2018	Ongoing

Date	Action Items	Person	Deadline	Status
27.06.18 30.08.18 27.09.18 25.10.18 29.11.18 24.01.19 28.02.19	3.8 Storage of Wine Need a stocktake and provide status of stock. Shelving system may be required and supported by NZ. PMN: Noted that there is stock to be collected from Katnook Estate. Cross checking availability of Wetherall Property with TG in order to confirm if this is a better access point for secure storage and collection of wine and the coolroom. Subject to this decision we will then arrange for collection of the Katnook Estate stored wine. TG confirmed that the Wetherall Property is available and lockable and agreed time for PB, TG and ON to review next week. Stock to be moved to the new location. TG provided keys to ON. JI to review the wine at Katnook and if of no use to advise PB for disposal. See status and review progress at Feb Meeting. PB to follow up on Katnook Estate to move ASAP. Agreed wine at Zema Estate to be moved after Vintage and at the same time the museum wines are to be reviewed. Action to review the museum wine register and to discuss the plan for the wines at the March Board Meeting.	ON & CL PB PB & TG BR	Katnook Estate wine to be prioritised if not moved already Wine stored currently at Zema Estate is to be moved after vintage. Originally was targeting Sept 2018.	JI to assist with move of wine from Katnook Estate.
1.08.18 27.9.18 25.10.18 24.1.19 27.06.19	3.9 Cabernet Event Brief Brief to be shared with members. Very strong document for the parameters. How does June go? Discussed last meeting and need to create the brief with assistance from JI. Noted that we need to progress this with assistance given capacity of CV staff. Brief to be tabled at Nov Meeting. ON emailing Margaret River EO and to follow up on return in Feb to advance planning. Exploring options for International Cabernet Day.	ON	31.08.18 29.11.18 March 19	Met with Margaret River EO in Melbourne and GFWS presenting an offer. Noted we do not have funds to finance this year.
1.08.19 27.09.18 24.1.19 27.06.19	3.10 Branding Document Create a Branding Document how to guide for members knowledge of COONAWARRA \. Targeting for the Brand Reference Group meeting mid October. Sourcing relevant industry comparisons. Noted sought example from SATC. Update provided at General Meeting. To be advanced in March 2019 and reviewed with the Brand Reference Group. Advancing templates with Consultant in part of briefing.	ON	Revised to March.	Noted that the plan was to complete by end of the year for 2019 roll out and that has been delayed and exploring as part of what is being developed with consultant.
01.19 29.11.18 24.1.19 28.2.19	3.11 Wattle Range Council Actions CV to provide a general update to WR in January post-election and this was well received by BG and RB. PB acknowledged that January is a full load and to look at alternative time when ON returns from leave and aim at March. ON to confirm with Roger Babolka. PB & ON following up. PB provided an update and noted it was alleged that the Siding Design had been budgeted, however no budget allocation has been made for Interpretive Signage as historical markers. Discussed the priority needs of Coonawarra and suggested we request: <ul style="list-style-type: none"> \$15k Historical Signage \$10 Resurfacing of Siding ON to confirm a meeting with Wattle Range	ON & PB	March	Council Briefing to be scheduled by Council. PB to present signage update at next meeting.

Date	Action Items	Person	Deadline	Status
27.06.19	representatives for scope and budget positioning. Noted whether the brown State signs that no longer have cellar doors need to be taken down. CV to advance the sign project. Funding received from Wattle Range. PB advised update at next meeting.			
29.11.18	3.13 (Former minute item 4.1) Salary Rates Noted that a further review of salary rates is being undertaken for permanent part time transition. Annual reviews have been undertaken and rates sourced from SAWIA to review. BR and ON to review as rates only come out on 1 July 2019.	ON & Treasurer review	ASAP	
27.06.19				
20.12.18 24.1.19	3.14 Monitor TAF correspondence (Former minute item 5.2). Noted Minister Ridgway responded on 24.12.18 citing Minister Knoll portfolio. Re-provided letter on 22.01.18 when CV met with Minister Ridgway. PMN: Member for MacKillop provided letter dated 10.01.19 and support TAF. See attachment. See response outlining BOM undertaking a review. ON to follow up.	ON	Ongoing	PMN: ON contacted Nick McBride's office on 28.02.19 and they are awaiting local discussion to then progress accordingly. CV to be kept informed.
5.04.19	PB and ON to draft a James Halliday response addressing the bullet points and circulate to the Board.	PB & ON	2 May 2019	
5.04.19	Budget to consider PR requirements and present at the next Board Meeting	ON	2 May 2019	
5.04.19	ON to draft position statement for website and member notification as follows: The Coonawarra Vignerons agree that 110kmph zone is a high risk and support an 80 to 90 kmph rezoning. This is a long held position and has lobbied to decrease the speed limit as the interaction with tourist and vintage traffic is a dangerous mix. It was also noted if questioned re the bypass, the position is as follows: The bypass has gone through due process with landholders compensated for what they have lost.	ON	12 Apr 2019	
5.04.19	Cellar Door Event Committee – Cellar Door Tour Guide Code of Conduct (Board Pack Reference 9.3 May Meeting) Further to the Cellar Door Events Committee drafting the Code of Conduct and on the basis of members accepting this code the Board were supportive of endorsing for implementation. It was noted that for completeness a few remaining wineries yet to respond would be contacted to implement region wide. Refer to the Code of Conduct in the Board Pack for further information. ON to implement.	ON	ASAP	
5.04.19	Diversity & Equality Charter – Review for Board to sign (Board Pack Reference Carried over to next Board Meeting.	ON	ASAP	
30.05.19	Agreed to sign.			

Date	Action Items	Person	Deadline	Status
30.05.19	<p>We discussed the budget that the Finance Committee reviewed in detail on 20 May undertaking value management highlighted in red to reduce the original deficit presented to Finance Committee of \$57,060 to \$29,060 (a reduction of \$28k) which reflects that we have realigned the marketing spend in events and the salary of our team member on leave in effect to cover the \$25k proposed Project 250 Project commitment and that the increase in spend is directly related to VOC projects commitments. See detailed information below labelled Appendix 1 – Budget Deficit Explanation & Background on \$25k commitment for SAWIA Project 250 Funding Application.</p> <p>We went a step further in Version 3 of the Budget to validate budgeted line items, further reducing the forecasted deficit to \$26,714. The specific amendments to gain this \$2,346 saving are outlined below:</p> <p>Income</p> <p>4-2110 Interest Received CGWI Online Save – Decreased Interest Forecast</p> <p>4-2200 Interest Received PEC Term Deposit – Increase to Interest Forecast</p> <p>4-2300 Interest Received VOC Term Deposit – Increase to Interest Forecast</p> <p>Expenses</p> <p>6-2002 Workcover – No change</p> <p>6-2003 Wages & Salaries – Slight increase not significant to warrant discussion</p> <p>6-2004 Superannuation – Slight increase commensurate with salary increase</p> <p>6-3109 Pest Control – Reduced by 50% if we cease Rentokil and bait via office</p> <p>Net Loss reduced from - \$29,560 to \$26,714.</p> <p>Budget versions circulated to Board:</p> <ul style="list-style-type: none"> I. CGWI Draft Budget 2019 FY Version 2 excel working file II. CGWI Draft Budget 2019 FY Version 2 pdf file III. CGWI Draft Budget 2019 FY Version 3 pdf file (see attached) Summary of changes below: <p>Action: The Finance Committee proposes the Board consider the attached Budget and moves it's adoption.</p> <p>The Board acknowledged that the Budget is a living document and it requires ongoing review. The Board discussed the value management that had been factored into the budget. Post Meeting Note: In response to Tony Gleeson's question regarding car insurance the increase of \$500 is reflective of the coolroom insurance. We note we have not reflected the income stream and will create a line item to report moving forward.</p> <p><i>John Innes moved the Budget as presented in Version 2 be adopted and Luke Tocaciu seconded. All in favour. Passed.</i></p> <p>Action: Olivia noted she is benchmarking our budget further and will share outcomes at the next meeting and acknowledged if we can seek funding to offset the cost of VOC projects we will.</p>	ON		

Date	Action Items	Person	Deadline	Status
30.05.19	<p>Budget Allocation \$25k.</p> <p>Action: CV Board to discuss to confirm if it possible to draw on \$25k allocated without approval from SAWIA and noting we could result in the same net deficit with half the project delivered. Noted email responses received as minuted.</p> <p>Sally Macleod moved and Tony Gleeson seconded the action to draw on \$25k allocated without approval from SAWIA and noting we could result in the same net deficit with half the project delivered. The consultant is to be engaged with a cap of \$25k until such time we have grant approval and notification to increase commensurate with the funding application to realise the outcomes where possible.</p> <p>Action: Olivia to notify the consultant (Made with Moxie) and our approach is to share the funding application in the interest of transparency and to work through what is possible with the current \$25k commitment. It is noted that the consultant's investment may lead to ongoing work in regards to social media management, while this is not the original intention but it will be scope that we can consider. Olivia is in Melbourne on Friday and will stay on to meet with the consultant on Monday to go through the plan and allocation and to enable a fast track start given we are 10 weeks out from Roadshow.</p>	ON	ASAP	

4. Finance

- 4.1 Finance Papers & Update** – BR & ON provided an update and noted that the Finance Committee met and minutes included in the Board Pack with PW, LT, JI and ON in attendance. 24/06/19 Aged Payables, Balance Sheet, Profit and Loss budget analysis and Aged Receivables were circulated. The Aged Receivables and Payables demonstrated some members that continue to not adhere to the timing of payments. One in particular requires a letter to be sent as the remaining two had made payments to close out outstanding.

BR moved that the Finance update be accepted and JB seconded.

Date	Action Items	Person	Deadline	Status
27.06.19	Letter to be sent to outstanding member.	ON	ASAP	
27.06.19	Coolroom to be included on balance sheet.	ON	ASAP	
27.06.19	International Strategy to be discussed at next board meeting.	ON	26.07.19	

- 4.2 Grants Update** – Focusing on the delivery of the Mixed Dozen and we will share the schedule of time commitment and noted that Biodiversity Project 250 funding submission submitted by ON during leave on 18 February 2019 has been finalised with reporting and invoice paid by SAWIA. Retallack Viticulture successful in application for trial sites and CV allocated \$3k per annum for two years.

We now also have approval of the SAWIA funding of \$25k for the current project we are working with Made with Moxie.

EMDG meeting held with Stuart Mitchell on 25 February 2019 – note there is potential to claim for Vinexpo. Action tracked in outstanding action items and ON needs to touch base.

Clarified that SATC \$15k committed per year for three years and in place for CCC 2019 and CCC 2020.

4.3 Museum Wines.

Noted that insured museum wines is under review by BR. Action was to review the register with Board in March. Bruce and Nick undertook a stocktake of the CVA museum wines on 13 May 2019, see attached an updated stock sheet (and values).

The wines are currently in a secure spot at Zema and, if Nick is comfortable, it is proposed that we leave the wine there until such time as the CVA Board decides what to do with these wines.

Some of the bottles have a fair degree of ullage which may impact on both the value and quality of the wines.

The attached list was provided for Board for consideration at this meeting (noting there are some ullage issues).

COONAWARRA

We note there is potential to offset budget deficit with the sale of some wine.

We sought CV Board discussion to confirm what steps are to be taken with this stock. Noting also the insurance value of circa \$40k and any changes that need to be made acknowledging budget implications.

The Board discussed the wine and need to sell wines that are showing market value with others of strategic regional benefit to be maintained and a use specified.

John Innes moved and Sally Macleod seconded for Bruce Redman to remain involved in the wine sale process and that the office seek Langton's to undertake a valuation of the wine list for next steps to be determined.

ON noted that Langton's have been emailed and BR copied in.

Date	Action Items	Person	Deadline	Status
27.06.19	BR moved the motion to sell the museum wines seconded by LT. All were in favour and to be reported on at the next meeting in regards to Langton's recommendations.	ON		

5. Correspondence & Communication

5.1 Vintage Update <https://coonawarra.org/2019/05/coonawarra-vintage-2019-report/> & see post shared by WGCSA <https://coonawarra.org/2019/05/coonawarra-vintage-2019-report/>

5.2 Wattle Range Council Funding Support – Coonawarra Signage

5.3 Coonawarra Airstrip

All members generally comfortable with Joe Cory acquiring the lease subject to appropriate insurance provisions. CFS to maintain access. Noted this was raised at the General Meeting for any interest of members to advise. No interest raised.

JB moved and PW seconded that subject to a peppercorn lease being presented the Board agrees to a 5 year term with right of renewal to be presented to Joe Cory.

Date	Action Items	Person	Deadline	Status
27.06.19	Follow up with Council, seek legal advice if required and advise Joe Cory.	ON		

5.4 Member Post Survey Follow Up

Date	Action Items	Person	Deadline	Status
27.06.19	Sought by 1 July 2019. ON to consolidate and return.	ON	ASAP	

5.5 General Meeting Feedback Great to see so many in attendance and agree to hold next meeting with breakfast. Board agreed to AGM being held on 3 October 2019.

Date	Action Items	Person	Deadline	Status
27.06.19	Schedule the October AGM.	ON	ASAP	

5.6 SAWIA Project 250 Funding acknowledged formal advice and official receipt.

6. Brand Reference Group (BRG) now Brand Reference Committee (formerly Marketing Committee)

6.1 Update No real progress to communicate.

7. Viticultural and Oenology Committee (VOC) Report

7.1 VOC Update provided by SM. Noted Cath Kidman recognised and participating in Future Leaders.

7.2 Draft Coonawarra Vignerons Project Sponsorship Update – Not discussed noting it is on hold and looking at reactivating partnerships as we roll out the 2019/20 Budget.

7.3 Water – Detailed review provided further to the presentation on 20 June by Glenn and Nikki Harrington. Discussed the need to maintain pressure in this area and budget allocation to continue to provide the science. Noted if positive outcome as anticipated looking at whether we pursue pressure on total quantum.

Date	Action Items	Person	Deadline	Status
27.06.19	PB to issue the updated report.	PB		

7.4 Fracking – Position statement remains unchanged. Noted DV presented to the Members with no action.

8. Industry Engagement

8.1 ON provided an update on industry (SAWIA, PIRSA, SATC, RDALC, Wattle Range Council, Tourism Mount Gambier and other Regions) relationships noting that since the last Board Meeting there has been three working days. Discussed the following in detail and raised the need to maintain communication with Robe:

- SAWIA – Need to follow up regarding the Board Insurance.

- Wine Australia – Regional update on 7 August and sought who would attend. RSVP for PB and ON. ON to attend this session and exporter update on 8 August 2019. Noted that they are undertaking a strategic review.
- Tourism Mount Gambier – Maintaining contact through Mixed Dozen Project.
- RDA – Noted that Sue Hodder is attending the RDA consultation session and ON to summarise our issues and the need for us to inform the capacity and capability requirements.
- WGCSA raised the ACCC and noted we would not be responding.

9. CV Executive Officer Activity Report

9.1 EO Verbal Update provided in conjunction with Board reporting.

9.2 Cellar Door Event Committee All materials now prepared and working on LBB and Regional Map. Looking at Pop Up events. Working well generally.

9.3 Roadshow Committee sales from Early Bird were relatively strong. Working to continue momentum and ongoing task without a PR budget.

9.4 Cup Committee Shared that the Presenting Partner re-secured and 70% of sponsors. Aiming to be more organised this year and to launch on 1 October 2019.

10. Welfare, Health and Safety (WHS)

10.1 Update – Nil issues, noted however that ON is mainly working solo due to current staffing constraints.

10.2 Risk Planning – Insurance details have been provided to Board for a common understanding of our coverage. We will review these and seek SAWIA review also to ensure we are adequately covered. We noted also that we will look into international coverage – noting that travel insurance is in place, however we do need to verify if anything further should be in place as an Association.

11.

Date	Action Items	Person	Deadline	Status
27.06.19	ON to follow up with SAWIA.	ON		

12. Membership

12.1 Membership update

Date	Action Items	Person	Deadline	Status
27.06.19	ON to email out the current contact list.	ON		

13. New Business

13.1 AGM Date Confirmed 3 October 2019

13.2 TDRS Insurance

Date	Action Items	Person	Deadline	Status
27.06.19	PB to respond that this insurance would need to be negotiated with each member.	PB		

13.3 Bypass DPTI Coordinator meeting with PB post the meeting.

13.4 Indications on season yield Noted that average yield in order of 37,000 tonnes.

Meeting Closed 10.00am

Next Meeting – Thursday 25 July 2019, 8.30am, Wynns Coonawarra Estate